

PREVIOUS APPLICANTS FROM PIN 072590 (Applications Trainer) WILL BE CONSIDERED

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| Opening Date: | January 7, 2014 | Closing Date: | Open Until Filled |
| Job Title: | Applications Trainer | Position Type: | Regular Full Time |
| PIN: | TBD | FLSA Status: | Exempt |
| Location: | Judicial Information Systems Annapolis, Maryland | Grade/Salary Range: | T07 - \$43,659 - \$52,085 T08 - \$46,482 - \$55,560 T09 - \$49,500 - \$59,280 |
| Financial Disclosure: | Yes | | (Depending on Qualifications) |

Regular state employees subject to promotion/demotion policy

Essential Functions: **T07** - Assists with providing software and hardware training at the Judiciary's Education and Conference Center and possible extensive overnight travel to other locations throughout the state. Provides basic phone/Help Desk support on various software and equipment. Works with the Training Manager and/or other members of management in coordinating and implementing short and long term projects. Assists in the administrative duties directly related to training processes and/or projects as assigned by the Training Manager. Performs all other duties as assigned. **T08** - In addition to the functions above, will also help in assessment of training requirements. Develops user procedural documentation, course materials, database/file setup and maintenance based on assessed needs and training objectives. **T09** - Performs all job functions of the T07 and T08 levels. Acts as a Lead in providing training for software and equipment. Assists with orientation and training of other Trainers. Assists Training Manager on long and short-term projects.

Education: Bachelor's degree from an accredited college or university.

Experience: **T07** - Minimum of 3 years experience performing related duties as outlined above, one year of which must have involved training users in various applications.
T08 - In addition to the above, an additional year of experience troubleshooting computer application and system problems.
T09 - In addition to the above requirements for the T08 level, an additional year of work experience to include developing applications systems documentation.

Preferred: Bachelor's degree in Information Technology or other related field.

Note: Additional work experience may be substituted for the education requirement on a year for year basis.

Skills/Abilities: Excellent communication (written and verbal) and presentation skills. Interpersonal skills that include the patience, tact and ability to work effectively with both technical and non-technical staff. Ability to develop, modify and deliver customer training programs to individuals and groups of systems users. Ability to identify and assist in troubleshooting user-defined problems to appropriate technical personnel. Must be familiar with and able to operate all systems hardware (terminals, personal computers, printers, and related equipment) and software (including but not limited to MS Office, current and legacy versions of Windows) used throughout the court system. Proficiency in the assessment of training requirements and in the development of training programs/course materials preferably for computer related modules. Candidate must have the ability to travel to training sites throughout the state. Extended overnight stays are sometimes required. Ability to become familiar with court processes, regulations, and legal procedures. Ability to perform all of the essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Application must be complete, a resume and cover letter may also be included with the application. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.